



**Town of Frederick, Colorado
Public Works Facility
Design-Build Services**

**DUE DATE: May 29, 2013 @
5:00pm**

**TOWN OF FREDERICK
401 Locust Street, P.O. Box 435
Frederick, CO 80530
(720) 382-5500
www.frederickco.gov**

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I. INTRODUCTION

1. Introduction

- 1.1. The Town of Frederick, Colorado is seeking qualifications and the best possible combination of design and building construction services for the design and construction of a new Public Works Facility (the "Building"). The Building will be approximately 18-20,000 sq. ft., with a majority being, approximately 16-18,000 square feet, shop/maintenance and storage space, and the balance finished as office space. Proposing teams or members must have experience on governmental public works facilities (specifically in tilt-up concrete construction, or pre-engineered concrete panel construction) projects of similar size, along with design-build project experience within the last five years.
- 1.2. It is the intent of the Town of Frederick to select a single firm to accomplish and/or supply all services and equipment outlined in the Request for Proposal (RFP).
- 1.3. Sealed proposals will be accepted until **5:00PM on May 29, 2013** and should be addressed to:

Kiel Mangus, Public Works Director
Town of Frederick
401 Locust St., P.O. Box 435
Frederick, CO 80530

Email address for questions only: kmangus@frederickco.gov
- 1.4. In order to ensure a fair and objective RFP process and evaluation, all questions and inquiries related to the RFP shall be addressed **via email** to the individual identified above. The deadline for written questions and inquiries is **MAY 23, 2013 @ 5:00PM**. All questions answered will be summarized and sent out after the question deadline to the e-mails of those who have given contact information. Offerors contacting any other employee(s) or official(s) without prior written consent risk elimination of their proposal from further consideration.
- 1.5. A pre-proposal meeting will be held on **MAY 13, 2013 @ 2:00pm** at 401 Locust Street (Town Hall) in Frederick, Colorado. This meeting is optional for offerors of the RFP.

1.6. The tentative schedule for this Request for Proposals is as follows:

RFP Issued	May 1, 2013
RFP Pre-Proposal Meeting	May 13, 2013 2:00pm
Last Day for Questions	May 23, 2013 5:00pm
Proposals Due to Town	May 29, 2013 5:00pm
Review Panel Scoring	Week of June 3, 2013
Three Design/Build Team interviews (If Necessary)	TBD Week of June 3, 2013
Select Final Design/Build Team	June 11, 2013
Notice to Proceed D/B Team	Tentatively June 26, 2013

II. DEFINITIONS, TERMS, AND CONDITIONS

2. Introduction

2.1. **Definitions:** In order to simplify and clarify the language throughout this Request for Proposal, the following definitions shall apply:

2.1.1. **Town** – Same as Town of Frederick, Colorado

2.1.2. **BOARD OF TRUSTEES OR BOARD** – The elected officials of the Town of Frederick, Colorado, who have been given the authority to exercise such powers and jurisdiction of all Town business as conferred by the State Statutes.

2.1.3. **CONTRACT** – An agreement between the Town of Frederick and the Offeror to furnish supplies and/or services over a designated period of time during which repeated purchases are made of the commodity and/or service specified.

2.1.4. **RFP** – Request for Proposal.

2.1.5. **OFFEROR/VENDOR/FIRM** – Organization offering a proposal in response to this RFP.

2.2. **Terms and Conditions**

2.2.1. **Proposals**

2.2.1.1. The submitted proposal(s) must be received by the Public Works Department prior to the time and date specified in Section 1.3. The mere fact that the proposal was dispatched will not be considered; the firm must ensure that the proposal is actually delivered and received on time.

2.2.1.2. Proposals received after the date and time specified in Section 1.3 shall be considered void and unacceptable. The Town of Frederick is not responsible for lateness of mail carrier, etc., and time/date stamp in the Public Works Department shall be the official time of receipt.

2.2.1.3. Proposals cannot be altered or amended after the closing date. Alterations made before closing must be initialed by Offeror guaranteeing authenticity.

2.2.1.4. Proposals will be received in the Public Works Department at 5:00 p.m. on the date specified in Section 1.3. Proposals shall remain valid for a period of one (1) year from the date and time identified in Section 1.3.

2.2.1.5. Three originals of the proposal must be submitted. In addition, one electronic version of the proposal must be included in Adobe Acrobat (.pdf) format written to a single CD-Rom or other storage device (ex: flash drive). The electronic version of the proposal must be an exact copy of the original hard copy proposal. Failure to submit in the manner prescribed may cause the proposal to be rejected.

2.2.1.6. By submitting a proposal, the vendor certifies that he has fully read and understands this RFP and has full knowledge of the scope, quantity, and quality of the services to be furnished and intends to adhere to the provisions described herein. Failure to do so will be at the Offerors own risk, and he cannot secure relief on pleas or error. Neither law nor regulations make allowance for error of omission or commission on part of Vendors.

2.2.1.7. Any proposal which does not contain all of the information requested in this RFP will be considered incomplete and may be rejected by the Town of Frederick.

2.2.1.8. The Town of Frederick is exempt from State Sales Tax and Federal Excise Tax, and the proposal price shall not include taxes.

2.2.1.9. The Offeror shall furnish any additional information as the Town of Frederick may require. The Town of Frederick reserves the right to make investigation of the qualifications of the Offeror(s) as they deem appropriate.

2.2.1.10. This proposal, when properly accepted by the Town of Frederick, shall constitute a contract equally binding between the successful Vendor and the Town of Frederick. No different of additional terms, including the vendors' subscriber agreement, will become part of this Contract with the exception of a Change Order approved by the Town.

2.2.1.11. This RFP does not commit the Town of Frederick to award a contract, to pay any cost incurred in the preparation of a proposal, or to procure or contract for services.

2.2.1.12. Successful Offeror agrees to extend prices and terms to all entities who have entered or will enter into joint purchasing interlocal cooperation agreement(s) with the Town of Frederick.

2.3. Reservations

2.3.1. The Town of Frederick reserves the right to accept or reject any or all proposals as a result of this request, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this RFP if found in the best interest of the Town of Frederick. All proposals become the property of the Town of Frederick Public Works Department.

2.3.2. The Town of Frederick reserves the right to waive any informalities and technicalities and to accept the offer considered most advantageous in order to obtain the best value for the Town. Causes for rejection of a proposal may include but shall not be limited to the Offeror's current violation of any Town ordinance, the Offeror's current inability to satisfactorily perform the work or service, or the Offeror's previous failure to properly and timely perform its obligations under a contract with the Town. Offeror's may be disqualified and rejection of proposals may be recommended for any cause or reason including but not limited to the following: 1) Failure to use the proposal forms furnished by the Town; 2) Lack of signature by an authorized representative on the Certification form; 3) Failure to properly complete the proposal; 4) Evidence of collusion among proposers; 5) Omission of uncertified personal or company check as a proposal guarantee (if Bid Bond required); or 6) Any alteration of the language contained within the RFP forms. Owner reserved the right to waive any minor informality or irregularity.

2.3.3. The Town reserves the right to retain all proposals submitted and to use any idea in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the terms and conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Frederick and the firm selected.

2.3.4. The Town of Frederick may conduct reference checks as needed to evaluate proposals. The Town may contact those listed, and inclusion of this listing in your proposal is agreement that the Town may contact the named reference. The Town reserves the right to contact other companies or individuals that can provide information to the Town that will assist the Town in evaluating the capability of the Service Provider.

2.4. Reimbursements

There is no expressed or implied obligation for the Town of Frederick to reimburse responding firms for any expenses incurred in preparing proposals in response to this Request for Proposal, and the Town of Frederick will not reimburse responding firms for these expenses, nor will they pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

2.5. Communication

The Town of Frederick shall not be responsible for any verbal communication between any employee of the Town and any potential firm. Only written proposals will be considered.

2.6. Negotiations

During the evaluation process, the Town of Frederick reserves the right, where it may serve the Town of Frederick's best interest, to request additional information or clarifications from proposers. At the discretion of the Town, all firm(s) reasonably susceptible of being selected based on criteria set forth in this RFP, may be requested to make oral presentations. Each proposal must designate the person(s) who will be responsible for answering technical and contractual questions. Preliminary negotiations may be conducted with responsible Offeror(s) who submit proposals that are reasonably susceptible of being selected. At the discretion of the Town, all Offeror(s) reasonably susceptible of being selected based on criteria set forth in this RFP may be given an

opportunity to make a presentation and/or interview with the Selection Committee. Vendors will be ranked in order of preference and final contract negotiations will begin with the Top ranked firm. Should negotiations with the highest ranked firm fail to yield a contract, or if the firm is unable to execute said contract, negotiations will be formally ended and then commence with the second highest ranked firm, etc.

2.7. Disclosure

There will be no disclosure of the contents to competing firms, and all proposals will be kept confidential during the negotiation process. Except for trade secrets and confidential information which the Vendor identifies as proprietary, all proposals will be open for public inspection by request only after the contract award.

2.8. If Proposal Results in a Contract, the Following Terms and Conditions Will Apply

2.8.1. Proposers should be aware that the RFP and the contents of the successful proposal will become a part of any subsequent contractual document that may arise from this RFP. In case of discrepancy between the RFP and the Offeror's proposal, the RFP will rule.

2.8.2. The Town of Frederick will not accept any contract terms that require pre-payment for services, supplies, or equipment.

2.8.3. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, or specifications stated in the resulting contract. All Change Orders to the contract will be made in writing by the Public Works Director for the Town of Frederick.

2.8.4. Should there be a change in ownership or management, the Contract shall be cancelled unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices. This Contract is nontransferable by either party. Under these conditions all material completed shall be turned over to the Town of Frederick.

2.8.5. All invoicing shall be submitted to the Town of Frederick Public Works Department. If invoices are subject to cash discount, discount period is to be taken from the date of completion of order or date of receipt of invoice, whichever occurs last regardless of whether or not correct discount terms appear on invoice. All invoices are to be paid in full within 30 days after satisfactory delivery of services and billing.

2.8.6. Offerors are advised that all contracts are subject to all legal requirements provided in applicable Town Ordinances, State, and Federal Statutes.

2.8.7. The Town of Frederick operates and is funded on a fiscal year basis; accordingly, the Town of Frederick reserves the right to terminate, without liability, any contract for which funding is not available.

2.9. Insurance and Bonds

2.9.1. The Service Provider agrees to maintain, on a primary basis, for the duration of this contract the insurance coverage and limits as described below. The Service Provider must

deliver to the Town a certificate(s) of insurance evidencing that such policies are in full force and effect with verification within five (5) business days of notification of the Town's intent to award a contract. Failure to meet the insurance requirements and provide the required certificate(s) and any necessary endorsements within five (5) business days may cause the proposal to be rejected. The Town reserves the right to obtain complete, certified copies of all required insurance policies at any time.

2.9.2. The Service Provider shall maintain and keep in force during the term hereof one or more policies of liability insurance written by one or more responsible insurance carrier(s), which will include protecting and indemnifying the Town in the following amounts:

- Standard Workers' Compensation & Employers Liability Including Occupations Disease Coverage
 - Statutory in conformance with the compensation laws of the State of Colorado
- Comprehensive General Liability
 - \$1,000,000 Each Person
 - \$1,000,000 Each Occurrence
- Comprehensive Automobile
 - \$1,000,000 each occurrence
 - \$1,000,000 aggregate
- Professional Liability
 - \$1,000,000 each occurrence
 - \$1,000,000 aggregate

Each liability insurance policy shall name the Town as an additional insured. Service Provider shall furnish an original counterpart of such insurance policy to the Town. Service Provider shall also furnish to the Town appropriate certificates for such insurance which shall include a commitment by each insurance company to notify the Town in writing of any material change, expiration or cancellation of the insurance policy required hereunder not less than thirty (30) days prior to such change, expiration or cancellation becoming effective. In addition to the above, Contractor shall obtain and keep in force during the term hereof such insurance required by any law or regulation, or prudent business practices.

2.9.3. Damage and Indemnity

Service Provider assumes full responsibility for any and all damages caused by Provider's exercise of its activities as authorized. Service Provider agrees that it will at all times protect, defend, and indemnify and hold harmless the Town, its officers, agents, employees, tenants, and their successors and assigns from and against all liabilities, losses, claims, demands, actions, and court costs (including reasonable attorneys' fees), arising from or growing out of loss or damage to property or injury to or death to any persons resulting in any manner from the actions or failure to act of Service Provider or any invitees, guests, agents, employees, or subcontractors of service Provider, whether brought by any of such persons or any other person arising from Service Provider's activities as authorized. Service Provider shall promptly pay to the Town, its successors or assigns, the full amount of any such costs, loss or damage which the Town, its successors or assigns may sustain or incur, or for which the Town, its successors or assigns, may become liable.

2.10. Addenda

2.10.1. In the event of a needed change in the published RFP documents, it is understood that all the foregoing terms and conditions and all performance requirements will apply to any published addendum.

All published addenda shall be signed and included with your response package as acknowledgement of the addendum. Firms are responsible for obtaining all published addenda from the Town of Frederick Office or by downloading these documents from the Town of Frederick website, or through e-mail.

III. GENERAL INFORMATION

3. Information

3.1. Project Information

The Town of Frederick, Colorado is seeking qualifications and the best possible combination of design and building construction services for the design and construction of a new Public Works Facility (the "Building"). The Building will be approximately 18-20,000 sq. ft., with a majority being, approximately 16-18,000 square feet, shop/maintenance and storage space, and the balance finished as office space.

The Town of Frederick is located along the Colorado Front Range north of Denver. The Town lies wholly within Weld County, one of the fastest growing counties in the nation. The Town's land area is currently about 13 square miles. The Town was incorporated in 1907, operates under a board-manager form of government, and is governed by six trustees and a mayor. The 2010 population estimate for Frederick was 8,679 and the population may grow to approximately 80,000 over the next 30 years.

3.2. Requirements

The Town desires the best possible combination of design and building construction services for the project. The successful team will be responsible for ALL disciplines required for the design, engineering, cost estimating, and construction services necessary for completion of the project from conceptual design through project close-out. The successful team will be responsible for meeting all state and local licensing requirements in the design and construction of the Building. The standards referenced and included in this RFP are intended to establish the expectations the Town has for this project regarding quality of materials, workmanship and performance.

3.3. Team Building

The Town desires a successful project for everyone involved. The Town would like to create an environment where trust and teamwork prevent disputes, foster a cooperative bond to everyone's benefit, and facilitate the completion of a successful project. Town staff will work with the design/build team closely on a day-to-day basis as members of an integrated project team during design and construction.

3.4. Design/ Build Selection Process

The Town will issue a “Request for Proposal” (RFP) and select the top three design/build teams based upon the quality and experience of the team.

IV. OBJECTIVES/ PROFESSIONAL SERVICES/GENERAL SCOPE OF WORK

4. Objectives

4.1. Description

The Town of Frederick, Colorado is seeking design/build services for the design and construction of an approximately 18-20,000 sq.ft. building for the Town’s Public Works Department and maintenance of its vehicles. A parking lot for approximately 20 vehicles will be required for employees and visitors, along with a maintenance yard for equipment storage and material storage. Some other major uses may generally include

- Landscaping (as required by Town of Frederick code) and a full irrigation system are required on-site.
- A perimeter fence will be required around the facility yard.
- Large shop maintenance area
- Public Works Director Office
- Secretary/Receptionist Entrance Area
- Conference Room
- Administrative office area with offices for 3-5 staff (and future growth)
- Possible vehicle hydraulic lift for vehicle maintenance
- A break room/lunch room area adequate to fit 15-20 personnel
- Exterior material bins
- Exterior Vehicle Wash Bay area
- Mechanical Room
- Granular de-icing storage area
- Possible fleet storage awning/covered area
- Site lighting
- Mens and Womens Restroom facility in administration area and shop area with Mens/Womens locker room facility
- Mechanical rooms as necessary
- 8-10 maintenance garage doors

This list is not all inclusive. The building will be sized and adjusted according to needs assessments done by the design/build team from projected/needed use information by the Town, and will be adjusted based on budgetary constraints.

4.2. Flexability/Durability

- The Town wants to avoid having the building become “Outdated” in 10 years. The service life of the building is anticipated to be 50+years.
- Plan for changes in the future growth of the facility and area.
- Plan for future expansion of the facility.

4.3. Reduce On-going operation, maintenance, and Repair Costs

Use materials that prolong the useful service life of the building. Reduce need to repair or replace equipment and materials. Consider maintenance cost in the life cycle analyses of equipment, systems, and materials.

4.4. Work Environment

Produce a work environment that supports and enhances worker productivity. Design high quality lighting utilizing daylighting and quality electric lighting where possible. Maximize visual connections to the outdoors without negatively impacting energy use. Create a thermally comfortable environment with minimal use of energy. Provide good indoor air quality.

4.5. Sustainability

The design/build team will integrate sustainable strategies and features into the design to minimize the energy consumption of the facilities; conserve resources; minimize adverse effects to the environment; and improve occupant productivity, health, and comfort to reduce the total cost of ownership of the project using a whole building, life-cycle approach. The Town will likely not try to achieve a LEED certification, but would like to incorporate LEED “green building” techniques in the facility when possible. The design and construction shall incorporate sustainable design strategies and features to the fullest extent possible, consistent with mission, budget and client requirements.

V. PROFESSIONAL SERVICES/GENERAL SCOPE OF WORK

5. Professional Services/General Scope of Work

The awarded vendor shall provide applicable services consisting of, but not limited to, the following:

5.1. Design Services

All the necessary design services to complete the project including the following:

- All architectural design services
- All planning design services
- All landscaping and irrigation design services
- All civil design services
- All structural design services
- All mechanical design services
- All electrical design services
 - Including communications and security systems/ Fire alarm systems
- Any Special system design services for a Public Works facility

The Town of Frederick would prefer the prime architect have experience in the design of storage and maintenance facilities and be experienced with the local government planning process. The selected design/build team will be expected to participate in value engineering with the Town where possible in order to maintain cost effectiveness for the project.

5.2. Construction Services

All necessary construction services to complete the construction of the project, including a cost consultant.

5.3. Project Budget and Cost Estimate

There is not a set project budget right now. The Town expects to spend in the range of \$2,000,000 which includes design services, construction, and all “on-site” improvements. This number is fluid based on necessities for the building. Prepare a budget and cost estimate for the facility.

5.4. Other Services (not all inclusive)

- Meet with Town Public Works staff on specific needs for the Public Works facility design
- Presentations to staff and Town Board of Trustees as needed
- Suggest future expansion needs
- Prepare a rendering and layout for the facility

VI. QUALIFICATION REQUIREMENTS

6. Qualification Requirements

Only teams that have the requisite experience and qualifications are encouraged to submit proposals.

6.1. Design/ Build Projects of Maintenance and Storage Facilities. Provide a brief project description and history for design/build projects, similar in scope to this project, completed in the last 10 years. Include the following information:

- Names, Addresses, and telephone numbers of project owners

6.2. Financial Capabilities.

Applicants must have the financial capacity to absorb project start-up costs, as well as to maintain the day-to-day working financial aspects of the organizational structure.

- Bonding Company. Provide the name, address, and phone number of firm's bonding agent. Provide a letter from the bonding agent indicating the firm's bonding capacity is adequate (\$3,000,000) to undertake the work
- Any pending or outstanding claims or judgements
- Financial Statement. Provide a recent financial statement (audited if possible) including balance sheet and income statement showing :
 - Current Assets
 - Current Liabilities
 - Other liabilities
 - Fixed assets and equipment
- Provide references from banking and credit institutions with which business has been conducted.

6.3. Insurance Requirements.

- Standard Workers' Compensation & Employers Liability Including Occupations Disease Coverage
 - Statutory in conformance with the compensation laws of the State of Colorado
- Comprehensive General Liability
 - \$1,000,000 Each Person
 - \$1,000,000 Each Occurrence
- Comprehensive Automobile
 - \$1,000,000 each occurrence
 - \$1,000,000 aggregate
- Professional Liability
 - \$1,000,000 each occurrence
 - \$1,000,000 aggregate

The successful Proposer shall affect the insurance policies in a company or companies and in a form satisfactory to the Owner. Before commencing any performance relating to this project, successful Proposer shall deliver, to the Town, Certificates of Insurance issued by the insurance company, and/or its duly authorized agents pertaining to the aforementioned insurance, and certifying that the policies stipulated above are in full force and effect.

All policies and/or Certificates of Insurance shall include the Town of Frederick and the Town of Frederick officers, volunteers, and employees as additional named insureds.

Nothing herein shall be deemed or construed as a waiver of any of the protections to which the City may be entitled pursuant to the Colorado Governmental Immunity Act, sections 24-10-101, C.R.S., as amended.

6.4. Management Experience and Capability

Applicants must have strong project team leadership capability and relevant management experience, for both the design and construction services. Provide information on:

- Recent (within last 5-10 years) examples of management of projects that required management organization, skills, and expertise, similar to those required by this project
- Approaches used to cut costs when estimated costs exceed the budget

6.5. Team Member Experience

Describe the level of participation in projects listed above by key staff proposed for this project. Provide information regarding each team member's professional licensure. Provide information regarding recent team member experience with public land planning process.

6.6. Team Building Experience

Describe any experience by key staff on the team with similar owner/design/build team. Describe firm's experience with team building, either formal or informal. Highlight any team building experience by key staff proposed for the project. Describe any experience by key staff or firm with similar owner/engineer/contractor teams. Address in this section all projects completed in last 5-10 years on a negotiated contract basis and give details/references.

6.7. Safety Record

Provide the firm's OSHA reportable accident rate and current workman's compensation insurance multiplier for the last 3 years. Outline your company's safety program any additional information that would be useful in showing your approach to a safe work site. Unsafe conditions with respect to the public, owner, engineer, and contractor are not an option.

6.8. Subcontractors

Based on description of work in this request, describe subcontractors that you have working relationships with that will be used on this project or describe your approach to subcontracting this work.

6.9. Construction Cost Factors

The factors which will be used in the Stipulated Contract Price for a design/build contract. These factors shall be applied to direct project labor and materials cost.

Assume total project cost of \$2,000,000 and all fees are calculated on this amount. The sum of the fees will be the maximum fee the design builder is allowed to charge.

- Overhead and profit percentage of dollars
- Design percentage and dollars
- Preconstruction percentage and dollars
- Bond rate based on \$2,000,000
- Insurance: Liability, Builders Risk, and E&O combined percentage and dollars
- Calculate your gross percentage and cost in dollars for the above mentioned items

You MUST submit the above requested information. Your firm is expected and required to have a completely open book policy on all pricing of work.

VII. PROPOSAL EVALUATION CRITERIA

7. Proposal Evaluation Criteria

7.1. Selection

Proposals will be evaluated on the following criteria. These criteria will be the basis for review of the written proposal and the oral interviews. The rating scale is from 1 to 5, with 1 being a poor rating, 3 being an average rating, and 5 being an outstanding rating.

<u>Weighting Factor</u>	<u>Criteria</u>	<u>Standard</u>
3.0	Scope of Proposal	Does the proposal show an understanding of the scope of the project, methodology to be used in the design and construction phases and the results that are desired from the project?
3.0	Cost for Design/ Build Project	Are the proposed design/build fee costs reasonable and competitive?
2.0	Construction Performance	Do the referenced projects reflect favorably?
2.0	Assigned Project Team	Does the proposed team have the necessary skills and experience to fulfill the requirements of the project?
2.0	Team Experience with Design/Build	Has the firm worked on projects similar in scope to this project? Has partnering been used as a basis in design and construction of other projects? Was this work of high quality in nature?

1.0	Safety Record	OSHA Illness/Injury Rate, OSHA Lost Work Day Incidence Rate and Workman's Comp Experience Modification Rate Insurance multiplier.
1.0	Construction Cost Factors	Do the proposed construction fees compare favorably with industry standards and other firms' construction cost factors?
1.0	Motivation	Has the firm shown an interest in the work and a commitment to the successful completion of the project?

7.2. Reference Evaluation (Top Ranked Teams)

The top ranked teams will have references checked using the following criteria. The evaluation will be labeled Satisfactory/Unsatisfactory.

Overall Performance	Would you hire this designer or builder again? Did they have the skills required by the project?
Timetable	Was the original scope of work completed within the specified time? Were interim deadlines met in a timely manner?
Professionalism	Was the professional responsive to client needs? Did the professional anticipate problems? Were problems solved quickly and effectively?
Budget	Was the original scope of work completed within the project budget?
Quality	Was the project functional upon completion and did it operate properly? Did the project meet or exceed the client objectives and needs?

The Town Staff committee will be reviewing and selecting a team that provides the best opportunity and value for the Town.

Once the Design/Build team has been selected, the Design/Builders Agreement will be reviewed with the town and a contract price will be negotiated.

VIII. PROPOSAL FORMAT & CONTENT REQUIREMENTS

8. **Proposal Format/Content Requirements**

8.1. **Procurement Process**

This is a single step procurement process. Firms will be judged on the rating criteria set forth in Section 6 Proposal Evaluation criteria. Evaluation scores, rankings, results, and comments will remain confidential. Three design-build teams will be selected to be interviewed in this process based on ranking scores.

8.2. **Format**

Submit proposals in an 8 ½"x11" binder, except for any drawings you may have, organized as outlined below. 3 copies and an electronic copy shall be submitted. Each page must be numbered. It is the responsibility of each team to include any information necessary to respond to each section. Failure to supply the required information may result in rejection of the proposal. Any proprietary information submitted shall be clearly identified and placed in a separate section of the proposals. Proposers may include any additional information they feel would be appropriate. Include such supplemental information within an appendix.

8.3. **Content**

COVER PAGE -Include a signed page with the following information at the front end of the proposal.

- Name of team and address
- Telephone number
- Fax number
- E-mail address
- Name and Title of individual signing for the team
- Signature
- Date

TABLE OF CONTENTS-Include a table of contents identifying the various sections of the proposal.

STATEMENT OF UNDERSTANDING- Provide a written description of the project scope and objectives as you understand them to be from the request for proposals. Provide a written description of the scope of services the team will provide to best meet the needs of the project.

TEAM ORGANIZATION AND MANAGEMENT PLAN-Provide a clear and descriptive organizational chart. Identify all firms and key personnel including, but not limited to, the names of architectural and engineering consulting firms, project managers, and construction superintendents that are members of the design/ build team. Describe their project roles and responsibilities and their reporting accountability. Show how the team will be managed, including internal, sub-consultant, and sub-contractor management. Describe the work to be performed by each firm that is a member of the team.

PROJECT EXPERIENCE AND QUALIFICATIONS-Provide the information requested in Section

4, QUALIFICATIONS, regarding design-build projects of similar scope, financial capability, management experience and capability, experience with sustainable design, team member experience, collaborating, and any unique capabilities the team may have. In addition, provide legal evidence of the team's form of business, i.e.: corporation, partnership, joint venture, or sole proprietor. Provide the legal business address, contact person, and phone number for each firm that is part of the team. Provide evidence that the team has the capacity to bond or otherwise insure the entire project concurrently with current and anticipated workloads. Teams selected for interviews may be asked to provide a copy of the team's, or each firm's, latest financial statement.

KEY PERSONNEL-Provide a one-page resume for each individual listed on the organizational chart. List the individual's firm, position, project experience, education, and license or registration. The Town must approve any changes to key personnel.

DESIGN PROCESS-Describe the sequence of the design process you will use, who will be involved in each step, and how the team proposes to work with the Town during the design of this project.

PROJECT COST, SCHEDULE, AND QUALITY CONTROL-Describe the methods/process the team will take to control the costs, schedule, and quality of the work during each phase of the project. Indicate periods of owner participation. Explain the methods that will be used to insure delivery of a project that meets or exceeds the contract documents or the Town's needs.

SCHEDULE-Provide a Gantt chart schedule that includes dates for design activities, development review activities, construction activities, substantial completion and final completion.

Fee schedule as defined in Section 6.9.

INTERVIEW If necessary top ranked Design/Build Team will be called back for an interview with Town Staff members on the date outlined in the schedule. Each Design/Build Team will have the opportunity to make a presentation for 25 minutes, which will be followed by a question and answer period conducted by Town Staff that will be 35 minutes. Thereby, the interview will be a maximum of 60 minutes.

IX. PROPOSAL FORMAT & CONTENT REQUIREMENTS

9. **Agreement**

9.1. **Sample Agreement**

Provide a sample of your firm's Design/Build Agreement for review by the owner

9.2. **Agreement**

An agreement will be issued at a later date.